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4.500 Health and Safety (Human Resources)

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December 2011

# 4.503 Campus or Workplace Violence

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <b>Campus</b> <input type="checkbox"/> <b>Department/Unit</b> <input type="checkbox"/> <b>Interim</b>		<b>Campus or Workplace Violence</b>  <b>Policy 4.503</b>	
<b>Human Resource Policies</b>		Effective date: December 13, 2011	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	December 13, 2011
Revised:	Updated Seattle Security Officer Contact Info		April 1, 2013
Revised:	Updated Seattle Security Officer to M. Johnson		June 1, 2013
	Updated Santa Barbara Security Officer to N. Braunschweiger and Deleted Central Contact (Central moved to AUM Bldg.)		November 12, 2014
Revised (Non-substantive)	Office of University Counsel	N/A	May 17, 2017
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of University Human Resources	Director of University Human Resources	937-769-1375	All Faculty, Staff, Students, and Visitors

**NOTICE: IN THE EVENT OF AN EMERGENCY OR THREAT OF IMMINENT VIOLENCE ON CAMPUS, THE UNIVERSITY IS REQUIRED TO IMPLEMENT ITS EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES. (Policy # 3.305). CALL 9-1-1 AND THE PROVOST’S OFFICE IMMEDIATELY TO EFFECT THE EMERGENCY NOTIFICATION PROCEDURES.**

## **I. Introduction and Purpose**

Antioch University (“AU” or the “University”) has a long-standing commitment to promoting a safe and secure academic and work environment. All members of the University community are expected to maintain a working and learning environment free from physical and verbal violence, threats, harassment, intimidation or coercion. This policy seeks to prevent campus or workplace violence from occurring to the fullest extent possible, and sets forth procedures to be followed when such violence has occurred. While this kind of conduct is rare, no large organization can consider itself to be immune, and established policies and procedures can help provide appropriate responses to situations that may arise.

## **II. Policy**

AU does not tolerate any type of workplace violence committed by or against members of the University community. Members of the University community are prohibited from making threats or engaging in violent activities. This list of behaviors, while not exhaustive, provides examples of conduct that is prohibited.

- A. Physically assaulting, attacking or otherwise intentionally causing physical injury to another person with whom you interact in connection with the University.
- B. Making threatening or intimidating remarks to any person with whom you interact in connection with the University.
- C. Aggressive or hostile behavior that creates a reasonable fear of injury to any person with whom you interact in connection with the University.
- D. Intentionally damaging or threatening to damage University property or property of any person with whom you interact in connection with the University.
- E. Possession or concealment of a weapon while on University property or while on University business, including bringing a weapon of any type onto campus.

## **III. Reporting of Incidents**

### **A. General Reporting Responsibilities**

Incidents of campus or workplace violence, threats of violence, or observations of violence by employees, students or visitors on campus are not to be ignored by any member of the University community. Violence or threats of violence should promptly be reported as noted below. Additionally, faculty, staff and students are encouraged to report behavior that they reasonably believe poses a potential for violence as defined above. It is important that

all members of the University community take this responsibility seriously to effectively maintain a safe working and learning environment.

Employees or students who believe a crime has been committed against them have the right, and are encouraged, to report the incident to the appropriate law enforcement agency.

**B. Imminent or Actual Violence Involving Weapons or Injuries to Persons**

Employees or students experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 9-1-1 immediately as well as the Provost's office or Safety Director shown below. In addition, the campus Provost or other responsible administrator shall determine whether the threat is one which requires notification under the University's **Emergency Response and Evacuation Policy, # 3.305** and its related procedures.

**C. Acts of Violence Not Involving Weapons or Injuries to Persons**

Employees or students who are the victims of suspected violations of this policy involving violence without weapons or personal injury, or are witnesses to such suspected violations, should report the incident to their supervisor, HR, or in lieu thereof, to the Safety Officer referenced by locality below: The Safety Officer will work with the Director of the Office of Human Resources and/or the appropriate administrator regarding an appropriate response.

<b>Campus</b>	<b>Safety Officer</b>	<b>Telephone Number</b>	<b>Email address</b>
<b>Los Angeles</b>	<b>Sandy Lee</b>	<b>310-578-1080, Ext. 447</b>	<b>slee2@antioch.edu</b>
<b>Midwest</b>	<b>Ray Simonelli</b>	<b>937-769-1845 or 937-974-8599 (cell)</b>	<b>rsimonelli@antioch.edu</b>
<b>New England</b>	<b>Tony Malloy</b>	<b>603-283-2391</b>	<b>amalloy@antioch.edu</b>
<b>Santa Barbara</b>	<b>Douglass Thornhill</b>	<b>805-962-8179, Ext. 5169</b>	<b>dthornhill@antioch.edu</b>
<b>Seattle</b>	<b>Patrick Skipper</b>	<b>206-268-4035-</b>	<b>pskipper@antioch.edu</b>

**IV. Confidentiality & Retaliation**

AU shall maintain the confidentiality of investigations of campus or workplace violence to the extent possible. The University will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this policy and that the safety and well-being of members of the University community would be served by such action. However,

anonymous complaints impair the University's ability to do an investigation and employees with knowledge of dangerous circumstances, are encouraged and expected to cooperate with an investigation by identifying themselves and providing relevant information to authorities.

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

## **V. Enforcement**

Employees who violate this policy will be subject to disciplinary action, up to and including termination, and may be subject to criminal prosecution. Students who violate this policy may be disciplined in accordance with the Student Code of Conduct, Policy #6.103. Non-employees engaged in violent acts on University property will be reported to the proper authorities and will be prosecuted to the full extent of the law and may be banned from campus. Once again, the Safety Officer for each location as noted above is responsible for campus security. Therefore, all criminal activity or other safety concerns should be reported to local Safety Officer.

### **Policy Cross References**

Emergency Response and Evacuation Procedure	Policy # 3.305
Employee Code of Conduct	Policy # 4.601
Employee Corrective Action and Discipline	Policy # 4.617
Student Code of Conduct	Policy # 6.103